

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DOH07225473</u>	DATE POSTED: <u>12/08/22</u>
POSITION NO: <u>244768</u>	CLOSING DATE: <u>01/13/2023 by 5pm</u>
POSITION TITLE: <u>Accountant (S) (Temporary)</u>	
DEPARTMENT NAME / WORKSITE: <u>NDOH/Division of Behavioral and Mental Health Services, Window Rock, Arizona</u>	
WORK DAYS: <u>Monday-Friday</u>	REGULAR FULL TIME: <input type="checkbox"/> GRADE/STEP: <u>BX63A</u>
WORK HOURS: <u>40 hrs./week</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: <u> </u> \$ <u>43,455.68</u> PER ANNUM
SENSITIVE <input checked="" type="checkbox"/>	SEASONAL: <input type="checkbox"/> DURATION : <u>20.86</u> PER HOUR
NON-SENSITIVE <input type="checkbox"/>	TEMPORARY: <input checked="" type="checkbox"/> <u>One (1) year</u>

DUTIES AND RESPONSIBILITIES:

Performs a wide range of detailed complex accounting functions; ensures expenditure control and compliance with funding and reporting requirements and applicable accounting procedures; reviews expenditures, personnel and purchasing documents for availability of funding, mathematical accuracy and compliance with established accounting principles, policies and objectives. Interprets data and points out trends or deviations from standards; prepares accounting reports and statements, such as detailed cost and financial analysis, forecasts and projections reflecting interrelationships of accounting data; prepares journal entries, maintains complex ledgers, prepares detailed cost accounting information; reconciles and analyzes reports and budgets; researches, analyzes and uses independent judgment in a variety of daily and non-routine decisions affecting DBMHS; reviews statements of accounting information and other reports provided by the Navajo Nation general ledger accounting system. Monitors compliance with Generally Accepted Accounting Principles (GAAP) and Navajo Nation regulations.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Accounting, Finance, Business Administration or closely related field; and one (1) year of accounting experience.

Special Requirements:

- A favorable background investigation.
- Possess a valid state driver's license.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of Navajo Nation, Federal and State laws, regulations and guidelines governing aspects of tribal accounting operations; accounting principles, theory and practices including governmental accounting; knowledge of Generally Accepted Accounting Principles (GAAP); knowledge of public relations/customer service principles, practices and techniques; knowledge of computerized accounting systems and applications including general software applications, specifically FMIS and MS Excel; knowledge of accounting principles, practices and procedures.

Skill in preparing detailed and complex numerical computations and reports; skill in developing and monitoring complex multi-fund and source budgets using automated spread sheet (ledgers) and word processing systems; skill in communicating technical

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.